

DD/S 68-2265

26 Jun 1968

MEMORANDUM FOR: General Counsel
Legislative Counsel
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Administrative Authorities

REFERENCE : Memo dtd 10 Oct 67 for DD/S fr Ex. Dir. -Compt.,
same subj

1. This memorandum contains recommendations for your concurrences; such recommendations are contained in paragraph 3.

2. In referent memorandum, the Executive Director-Comptroller asked for a review of existing Agency authorities in the fields of travel expenses, allowances, and other fringe benefits provided to Agency employees to ensure that they are as favorable as those provided by existing laws enacted for other Government employees in similar circumstances. A committee which was established for this purpose reviewed CIA authorities and the administrative authorities of other agencies and proposed certain changes in our regulations. Some of the proposals required the approval of the Executive Director-Comptroller and others merely require adoption in Agency regulations.

3. I am attaching a copy of certain committee proposals together with the rationale for their adoption. These have been extracted from the committee report. These are the proposals which the committee believes we can and should adopt under existing Agency authorities. A summary of the proposals is as follows:

a. Pay travel and transportation expenses of personnel separating abroad for reasons other than retirement to their "permanent place of residence".

- b. Limit payment of travel and transportation expenses of an employee retiring abroad to a place in the United States, its territories or possessions, designated by the employee at the time of retirement.
 - c. Amend Agency regulations to increase the reimbursement rate for use of privately owned vehicles for official business in the Metropolitan Washington area.
 - d. Establish a uniform policy and procedure for prescribing overseas tours other than 24 months, when necessary.
 - e. Clarify home leave points.
 - f. Eliminate duplicative eligibility criteria in Agency regulations for authorizing home leave travel and home leave (time).
 - g. Establish regulatory criteria and procedures for determining an employee's eligibility for home leave and the Home Service Transfer Allowance.
 - h. Conform Agency regulations to State policy, limiting the home leave of personnel assigned in the United States after an overseas tour to 15 workdays.
 - i. Liberalize procedure for approving per diem for family at TDY stops up to 30 days, while en route to a PCS point.
4. I believe that the adoption of the proposals in paragraph 3 and their incorporation into Agency regulations will produce important benefits for Agency employees. I would appreciate your concurrence by 15 July 1968 so that we may expedite these actions.

R. L. Bannerman
Deputy Director
for Support

Att
Section II of Administrative Authorities
Committee Report, March 1968

SUBJECT: Administrative Authorities (DD/S 68-2263)

CONCURRENCES:

General Counsel

Date

Legislative Counsel

Date

Deputy Director for Intelligence

Date

Deputy Director for Plans

Date

Deputy Director for Science and Technology

Date

SPA-DD/S:HM:klm (6 May 68)

Rewritten: ADD/S:JWC/ms (15 June 68)

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